



NOTICE -28

Reference: VJCET/IQAC -28

The 28th meeting of the Internal Quality Assurance Cell is scheduled on

Date and time: 12/08/2022,10:00am

Venue: Institution conference hall

Agenda for the meeting

1. Student assessment record monitoring.
2. Test and retest monitoring.
3. Attendance monitoring.
4. Course file and lab manual monitoring.
5. IIC and IEDC.
6. Examination cell.
7. Academic Advisory Committee.
8. Research and faculty development.
9. Placement cell.
10. Student disciplinary cell.
11. NPTEL, Spoken Tutorial and guest lecture.
12. Feedback cell.
13. Student grievances and Ethic monitoring.
14. Library Committee.
15. Project monitoring.

All Head of Departments , Stream Heads, IQAC members are requested to attend the meeting

To:

- 1) Director, Viswajyothi College of Engineering and Technology
- 2) Principal, Viswajyothi College of Engineering and Technology
- 3) Vice Principal, Viswajyothi College of Engineering and Technology
- 4) HOD- CE, CSE, ECE, EEE, IT, ME, MBA
- 5) Administrative Officer, Viswajyothi College of Engineering and Technology
- 6) All Stream Heads
- 7) File




IQAC Coordinator
Dr.Anoop.C.K



Reg No. 28

Date: 12/08/2022

Minutes of the Twenty Eighth meeting

Ref: VJCET/IQAC-28

1. The 28th meeting of the Internal Quality Assurance cell charted at 10:00 a.m. 12/08/2022 in the institution conference hall. Director of the institute Rev.Fr. Paul Nedumpurathu presided the meeting. Rev. Fr. Paul announced our institution should apply for Re.DVV to the NAAC Authority. All the faculty members should work hard to apply for Re.DVV at the earliest.
2. Principal Dr.K.K.Rajan supported the words of Director and informed the efforts are being taken with respect to the Re DVV submission for NAAC accreditation.
3. Dr. K.K Rajan informed the external audit by the KTU team was held on 27-6-2022. All the documents as required by the Peer team members were submitted on demand.
4. Dr.K.K.Rajan congratulated all the head of departments conducted the class wise PTA meeting in an effective way.
5. Vice Principal Sri.Sony.P.Mathew informed that in all the PTA meetings the general instruction were discussed and the parents are also welcomed the steps taken by the college to improve the general behaviour of students and the academic performance.
6. Dr.K.K.Rajan informed the HODs to monitor whether the students are coming to the class on time. Suitable mechanism should be in force to ensure this. Also all leave letters would need to be verified.
7. Dr.K.K.Rajan informed the merit and farewell day for the 2022 pass out students was held on July 19 2022.
8. Dr.K.K. Rajan vacation can be availed by the staff members without affecting the regular work of the college. The period of vacation will be till the start of the next academic year.



During the vacation period also staff should report in the in college if any necessary arises.

9. Dr.K.K. Rajan informed that the question papers for the series examination be framed for two hours. The evaluation be completed within 2 weeks and consolidated marks be handed over.

10. Administrative officer Sri Sunny made a brief remark on the status of fee collection by the students. The fee collection is made by students as per the dates specified.

11. Placement Officer Sri.Mavin informed sessions are being held for German language training and placement assistance in Germany for the ECE,EEE and ME departments.

12. Dr.K.K Rajan asked for a report on the member of third year students registered for minor subjects and the number of students who have passed the minor subjects. The general suggestion was to offer minor subjects as it will add credits to students and help students for seeking admission to foreign universities.

13. Sri. Mavin informed, the Python training is given to semester 6 students as a part of placement activity.

14. Dr.Anoop C.K informed the NBA compliance report for the departments CE,CSE,ME,ECE and IT are submitted to NBA portal. An Internal audit for criterion was held in the month of July.

15. Dr.K.K.Rajan informed to assess the work load and calculate the faculty requirement for next odd semester. Principal also asked to assess resource requirements for effective teaching learning and submit early.

16. Dr.K.K.Rajan informed that the member of BIS(Bureau of Indian standards) visited the Institution and had discussion on starting a club in the institute. Dr.Sony Kurian was asked to co-ordinate the event.

17. Somy p Mathew informed the college has got an invitation to participate in the event



organised by Yuvadeepthi society of Kothamangalam diocese.

18. Adv. Francis George informed during the study holidays the faculty members should interact with the students especially with the weaker students. The department should conduct special classes as and when required.

19. Dr. Anoop C.K informed the NBA team has fixed the date of visit to the college. The date is 26-08-2022. It was further informed 3 Peer team members will be coming for inspection.

20. Dr. Anoop C.K informed all the queries in respect to NAAC Re DVV are raised in the portal. A presentation before the NAAC committee will be expected in the month of September 2022.

21. Rev. Fr. Paul congratulated Principal and all staff members for the overall coordination and for inviting the honourable Vice Chancellor of KTU to the college for merit and farewell function.

22. Sri. Amel Austine informed that the students of CSE department have initiated to start a club based on the online learning platform Geeks for Geeks.

23. Dr. K.K. Rajan informed the attendance should be published on corresponding dates mentioned by University. The students having attendance less than 75% be informed and deserving cases to apply for condonation.

24. Dr. K.K. Rajan informed that the appraisal and ACR for the academic year 2021 to 2022 would be completed after the NBA visit. Principal further suggested that the department wise annual academic budget may be prepared after the NBA visit.

25. Dr. Cyriac Joseph briefed on the KMAT examination for admission to MBA program. It was informed the 2022 batch MBA would be starting orientation classes on August 17 2022.

26. Dr. K.K. Rajan announced the result of 2018 to 2022 batch. The institution secured 18th



position among 133 engineering colleges with a pass percentage of 63.61. It was informed the state pass percentage is only 50.14 percentage. The department wise pass percentage is as follows.

CE.	-62.5
CSE	-67.83
ECE	-68.52
EEE	-53.57
IT	-52
ME	-56.82

27. Dr.K.K.Rajan informed the central government is planning to celebrate the 75th Independence Day in a grand manner with the tag name Azadi Ka Amrith Maholsav. In this respect the college has to plan based on instruction from government.

28. Dr.K.K.Rajan informed the interview for the selection of assistant professor in CSE,CE,ME and S&H would be conducted on August 22nd and August 23rd.

29. Sri. Smitha Jacob informed the relevance of NPTEL program and Spoken Tutorial to be circulated among 1st year students. It was suggested the updates from NPTEL website for courses held and schedule of examinations be frequently updated in students group and faculty members for maximum participation.

30. Dr. Shunmugesh informed the faculty members assigned discipline committee to be vigilant in their respective blocks during morning hours, interval time, lunch time and at the end of classes. The discipline among students be given more weightage.

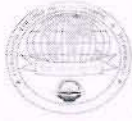
31. Dr. Anitha Brigit informed the best projects of students in each department be identified. It is also decided to instruct the students to use grammarly software for checking the grammar.



32. Smt. Brighty informed the requirement of new books may be intimated to the Librarian through the concerned head of department.
33. Dr.Shine George informed innovative course delivery methods to be delivered and implemented to improve student teaching learning process.
34. Sri.Baby George insisted students should be given hands on training for updated skills and programs in every branch of engineering.
35. Dr. Naveen informed a proper student feedback was taken by students on time. The feedback from faculty and Alumni members is also in progress.
36. The meeting come to be an end with the concluding remarks by IQAC coordinator Dr Anoop C.K.

List of Members were present

Sl No	Name	Signature
1	Rev. Fr. Paul Nedumpurath	Sd/-
2	Dr. KK Rajan	Sd/-
3	Sri Somy P Mathew	Sd/-
4	Dr. Cyriac Joseph Vempala	Sd/-
5	Dr. Sony Kurian	Sd/-
6	Dr. Shine George	Sd/-
7	Sri Amel Austine	Sd/-
8	Dr. Naveen Jacob	Sd/-
9	Smt Smitha Cyriac	Sd/-
10	Smt Anju Susan George	Sd/-
11	Dr. Shunmugesh	Sd/-
12	Sri Biju George	Sd/-
13	Sri Andrews Jose	Sd/-
14	Adv K Francis George	Sd/-



VISWAJYOTHI

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B.Tech Programmes (CE, CSE, ECE, IT & ME) Accredited by NBA

15	Sri Sunny Jacob	Sd/-
16	Sri Baby George	Sd/-
17	Sri Felix Varkey Kunju	Sd/-
18	Dr. Anitta Brigit Mathew	Sd/-
19	Smt Brighty Jose	Sd/-
20	Sri Vinoj K	Sd/-
21	Dr. Jose Mamman	Sd/-
22	Smt. Smitha Jacob	Sd/-
23	Dr. Anoop C K	Sd/-
24	Sri.Mavin C	Sd/-

Minutes of meeting held on 12/08/2022 is prepared by




Dr. Anoop CK

IQAC coordinator

NB: Original is kept at Reg no 6/ Page no 43